directed to:

Andrais L. Brandon

R.J. Reynolds Tobacco Co.

Organization Training and Development

2 Reynolds Building

741-2393

Mail Code: 10201

RCFCU offers discount coupons for Little Theatre of Winston-Salem

Reynolds Carolina Federal Credit Union (RCFCU) is offering discount coupons to its members for the Little Theatre of Winston-Salem's production *Lost in Yonkers*. Ron Bianchi, an RJR employee who played Dan Dagger in RJR's United Way video, will star in the production.

Performances will run Friday, Sept. 27 through Sunday, Oct. 6. Additional performances will be held Sept. 28, Sept. 29 and October 3-6. Thursday, Friday and Saturday performances are at 8 p.m., and Sunday matinees are at 2 p.m. Tickets are on sale at the Arts Council Theatre, 610 Coliseum Drive, and coupons are available at all RCFCU locations.

By presenting one coupon at the Little Theatre box office, RCFCU members may purchase four tickets for the price of three. The box office is open from noon until 5:30 p.m., Tuesday through Saturday. Reservations must be made for the performances. Call 725-4001 to reserve tickets.

Ticket prices are $12 for adults, $9 for students, $10 for senior citizens and $8 for children under 12 years old. This coupon is not valid with any other discount. RCFCU coupons are good for any regular performance of *Lost in Yonkers*.

Reminder: Reminder for handling unsolicited phone calls

You should never give out any type of company information, including names of employees to someone you do not know -- even if the person claims to be an employee of RJRT or RJRN.

Be especially careful to adhere to RJR's standard practice of identifying the caller, where they work and the purpose of the requested information before responding or directing the call. Information requested by suppliers or contract partners should also be cleared by the appropriate manager before being released.

Employees should always keep in mind that, because of documents produced for government agencies and for lawsuits, the names of some staff members may be available to a variety of people outside our organization. Therefore, it is important that we all remember:

- Company policy requires that all media inquiries be referred to our public relations department. Any comments made to reporters or producers can be used in a news story, and it is the responsibility of public relations to decide whether it is in the company's best interest to have an employee talk with media representatives.
- Attorneys must go through appropriate court supervised, legal channels to acquire information or documents from Reynolds Tobacco. We are aware that some of the attorneys who have filed suits against the industry in the past year have been reprimanded in other lawsuits for seeking information outside legal channels. *Never rule out the possibility that a caller -- regardless of who he or she claims to be -- may be working for an attorney.*

When dealing with unsolicited telephone calls, if someone refuses to identify him/herself, if a person's

51861 4848

Source: https://www.industrydocuments.ucsf.edu/docs/kqbn0000

affiliation is questionable, or if a request seems to be outside normal company channels:

- Ask first if the caller is with the media. If yes, transfer to public relations at 741-7693.
- Ask if the caller is a consumer or student. If yes, transfer to consumer relations at **741-6435**.
- If the caller says he or she is not with the media and not a consumer or student, transfer the call to the legal department at 741-5902.
- On telephone questionnaires or survey requests, the caller should be asked to submit the survey in writing to Public Relations, P.O. Box 2959, Winston-Salem, NC 27102.

Maintaining RJR's corporate security is vital given the external environment faced by the tobacco industry. It is very important that each of us do our part to maintain this security on a daily basis.

Reminder: RCFCU to participate in Winston-Salem/Forsyth County Schools' Post-Secondary Opportunity Session

Reynolds Carolina Federal Credit Union (RCFCU) will participate in the Winston-Salem/Forsyth County Schools' Post Secondary Opportunity Session to be held from 5 p.m. - 8 p.m. on Wednesday, Oct. 2 at the Benton Convention Center.

Students and parents from all public secondary schools in Forsyth County, as well as other local schools, have been invited to attend the program and learn more about opportunities available after high school.

RCFCU will provide information about its various student-loan programs, including the RJRN Scholastic Loan Plan, RCFCU student loans and the Square 1 student program for young adults. Stop by RCFCU's booth to learn more about its financial services designed especially for students. For more information, please call Alesia Turner at 910-741-6858.

Reminder: Dixie Classic Fair tickets available to RCFCU members

Reynolds Carolina Federal Credit Union is selling advance discount admission and ride tickets for the Dixie Classic Fair to its members. The fair will be held Oct. 4 - 13. Discount tickets will be sold through Monday, Sept. 30 at the following prices:

	Discount Price	Gate Price
Adult Admission (Ages 12-59)	$4	$5
Child Admission (Ages 6-11)	$2	$3
Ride Coupon Books (25 coupons per book)	$8	$12.50

Children ages 5 and under and senior citizens age 60 and over are admitted free. Tickets are nonrefundable.

The Dixie Classic Fair coupon books (red) will be different for the 1996 season, but if individuals have books/coupons (red) left over from the 1995 season, the fairgrounds personnel will honor the 1995 season books/coupons this year only.

Reminder: RCFCU offers discount coupons for Kernersville Little Theatre Production

Reynolds Carolina Federal Credit Union (RCFCU) is offering discount coupons to its members for the Kernersville Little Theatre (KLT) production of "Li'l Abner." Opening night is Friday, Sept. 27 with additional performances on Sept. 28, Sept. 29; Oct. 4; and Oct. 5. All performances are at 8 p.m. except the Sunday matinee to be held at 2 p.m. Performances are held at Glenn High School, 1600 Union Cross Road, Winston-Salem, N.C.

51861 4849

Source: https://www.industrydocuments.ucsf.edu/docs/kqbn0000

Wholesale Partners

~~River Foods~~ 1032

Wholesale/Partners Equipment Forms

1637 Associated Grocery

N.G. Gunsey

Manchester Distr.

NH Tobacco Corp

TBI

MASA

Herb

Bulk

51861 4850

Source: https://www.industrydocuments.ucsf.edu/docs/kqbn0000